

**MEMORANDUM OF UNDERSTANDING BETWEEN
THE CITY OF LA HABRA AND THE LA HABRA
GENERAL SERVICES EMPLOYEES' GROUP
FOR THE PERIOD OF JULY 1, 2018 THROUGH JUNE 30, 2021**



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MEMORANDUM OF UNDERSTANDING BETWEEN THE CITY OF
LA HABRA AND THE LA HABRA GENERAL SERVICES EMPLOYEES' GROUP FOR THE
PERIOD OF **JULY 1, 2018 THROUGH JUNE 30, 2021**

Pursuant to Resolution No. 1759 of the City of La Habra (hereinafter referred to as "City") and the Meyers-Milias-Brown Act, the duly authorized representatives of La Habra General Services Employees' Group (hereinafter referred to as "Employees' Group") have met and conferred in good faith with the authorized management representatives of City: and the two groups have mutually agreed to submit and recommend to the City Council of City this "Memorandum of Understanding" (hereinafter referred to as "MOU") affecting salaries and fringe benefits as set forth herein:

SECTION I. Employees Rights:

- A. Employees of this unit shall have the right to form, join and participate in the activities of an employee organization of their own choosing for the purpose of representation on all matters of employer/employee relations including, but not limited to, wages, hours and other terms and conditions of employment. Employees of City also shall have the right to refuse to join or participate in the activities of an employees' organization and shall have the right to represent themselves individually in their employment relations with City. No employee shall be interfered with, intimidated, restrained, coerced or discriminated against by City or by any employee organization because of the exercise of these rights.
- B. City agrees to withhold Employee Group dues on a biweekly basis for all those employees who have signed the appropriate payroll deduction card and submit these dues to the treasurer on a monthly basis. The City shall deduct dues for any employee in this unit who has authorized Union dues deductions and shall remit those deductions to the Association unless prohibited from doing so by operation of law; provided that any employee in the unit may terminate such Union dues deductions by notifying the Union in accordance with procedures specified in the Union's bylaws. In case of such notification, the Union shall provide the City's Human Resources Department with the appropriate documentation to process these dues cancellations within ten (10) business days after receipt of such notification.
- C. General Services Employees agree to negotiate as one unit.
- D. The City and Employees' Group have both signed off on a separate side letter agreement dealing with agency shop. The side letter agreement will be incorporated into the Memorandum of Understanding. (Attachment A)

SECTION II. Management Rights:

All rights of employer not specifically limited by the terms of this MOU are hereby reserved to City. The exclusive management rights of City, through due process, include but are not limited to the right to:

- A. The City shall retain, whether exercised or not, solely and exclusively, all express and inherent rights and authority pursuant to law with respect to determining the level of, and the manner in which, the City's activities are conducted, managed, and administered, and it is the exclusive right of the City to establish and maintain departmental rules and procedures for the administration of its departments. The City shall comply with the meet and confer requirements of the Meyers-Milias-Brown Act.
- B. The City has the exclusive right and authority to establish a workweek and to schedule work and/or overtime work as required by the City.
- C. Every incidental duty connected with operations enumerated in job descriptions is not always specifically described; nevertheless, it is intended that all such duties shall be performed by the employee.
- D. The appointing authority reserves the right to direct employees, including the right to hire, promote, discipline or discharge employees as set forth in the Personnel Rules. The City reserves the right to lay off personnel of the City at any time.
- E. The City shall determine assignments, and establish methods and processes by which assignments are performed.
- F. The City shall have the exclusive right to transfer employees within departments and to positions outside a department in a manner, which best meets the needs of the City in accordance with all otherwise applicable rules, such as the Personnel Rules.
- G. The City shall determine policy affecting the selection or training of new employees. The City shall determine policy affecting the on-going training and certification of employees, as applicable.
- H. The City shall have the right to establish and enforce employee performance standards.
- I. The City shall determine the safety, health, and property protection measures for the City.
- J. The City shall have the right to introduce new, improved or different methods and techniques of operation or a change in existing methods and techniques.
- K. The City shall determine the amount of supervision necessary.

- L. The City shall have the authority to effect reorganizations and reallocation of work of the City, including the determination of the size and organizational structure of departments and the determination of the job classification and ranks based upon assigned duties.
- M. The City has the right to contract for matters relating to municipal operations in accordance with government Code Sections 53060 and 3500-3510. The right of contracting or subcontracting is vested exclusively in the City. The City agrees to meet and confer with the Association pursuant to the requirements of the MMBA.

SECTION III. Salary/Bilingual Pay:

The City agrees to merit based step increases for eligible staff who receive an overall performance evaluation rating of "Competent" or better.

Effective July 7, 2018, the City agrees to eliminate the second tier salary schedule for employees hired on July 1, 2010 or thereafter.

A. Salary

The following salary increases shall be in effect on the dates indicated:

Effective July 7, 2018, the City will provide a three percent (3%) salary adjustment to all unit employees.

Effective July 6, 2019, the City will provide a two percent (2%) salary adjustment to all unit employees

Effective July 5, 2020, the City will provide a two percent (2%) salary adjustment to all unit employees.

B. One-time Lump Sum Payment

Effective upon City Council approval, the City will provide a one-time lump sum pay adjustment of one and one-half percent (1.5%) to all full-time employees. The calculation of the one-time pay adjustment will be as follows: base hourly rate x 2,080 x .015, based on salary in effect as of June 29, 2018.

Prior to June 30, 2019, the City will provide a one-time lump sum pay adjustment of one and one-half percent (1.5%) to all full-time employees. The calculation of the one-time pay adjustment will be as follows: base hourly rate x 2,080 hours x .015.

Prior to June 30, 2020, the City will provide a one-time lump sum pay adjustment of one and one-half percent (1.5%) to all full-time employees. The calculation of

the one-time pay adjustment will be as follows: base hourly rate x 2,080 hours x .015.

C. Bilingual Pay

Employees may be eligible to receive bilingual pay of \$100 per month for bilingual proficiency in Spanish or any other language approved by the Department Director and Director of Human Resources.

SECTION IV. Health, Dental, Vision, and Life Insurance:

A. City Insurance Contribution

Effective December 1, 2018, the City will increase its current insurance contribution by \$70 per month to a maximum of \$1,315 per month on a use or lose basis.

Effective December 1, 2019, the City will increase its current insurance contribution by \$70 per month to a maximum of \$1,385 per month on a use or lose basis.

Effective December 1, 2020, the City will increase its current insurance contribution by \$65 per month to a maximum of \$1,450 per month on a use or lose basis.

B. Dental Insurance

The City will provide members access to a dental insurance plan. Employees and their qualified family members may enroll in a City sponsored dental insurance plan.

Any required premiums for dental insurance plan must be deducted from the monthly medical insurance contribution. The employee will pay premium costs in excess of the City's insurance contribution.

C. Vision Insurance

The City will provide vision insurance plan. Employees and their qualified family members may enroll in a City sponsored vision plan.

Any required premiums for vision insurance must be deducted from the monthly medical insurance contribution. The employee will pay premium costs in excess of the City's insurance contribution.

D. Life Insurance

The City requires all members to carry a minimum of \$2,000 life insurance. Any required premiums for life insurance must be deducted from the monthly medical insurance contribution. The employee will pay premium costs in excess of the City's insurance contribution.

E. Opt Out Provision

Employees who provide the City with satisfactory proof of alternate group health coverage comparable to the City's offered health insurance plans can decline, in writing

each open enrollment period, coverage on the City's medical insurance plans. The alternative health coverage must meet all requirements of the Affordable Care Act (ACA) and related regulations for an eligible Opt-Out Arrangement.

Effective December 1, 2018, the City will increase the opt-out contribution by \$60 for a maximum opt-out contribution of the medical plan will be \$240 per month which shall constitute the maximum monthly City contribution to that employee for the opt-out bonus and all other benefits required and/or those that are optional.

Effective December 1, 2019, the City will increase the opt-out contribution by \$50 for a maximum opt-out contribution of the medical plan will be \$290 per month which shall constitute the maximum monthly City contribution to that employee for the opt-out bonus and all other benefits required and/or those that are optional.

F. State Disability Insurance (SDI)

All unit employees must participate in the State Disability Insurance (SDI) and State Family Leave (PFL) programs. The employee shall pay all costs associated with these programs.

SECTION V. Vacation:

A. Vacation Bi-weekly accruals

Years of Continuous Service	Hours of Vacation Accrued (bi-weekly)	Maximum Accrual
1 through 4 years	3.08	160 hours
5 through 10 years	4.62	240 hours
11 through 15 years	5.24	272 hours
16 through 20 years	6.15	320 hours
21 years and above	6.80	352

B. Vacation Hours

Pursuant to Personnel Rules and Regulations, Section 502.2 (12), the maximum allowable accumulation of vacation leave shall be two (2) years of annual accrual. Employees will not accrue vacation hours in excess of this amount.

C. Vacation Buy-Back

Effective July 1, 2014, employees may buy back up to a maximum of 80 hours of vacation in a fiscal year, provided the employee uses an equivalent number of vacation hours as time off (i.e., one hour of vacation time off for one hour of vacation buy back) during the same fiscal

year. Employees who do not use the required number of vacation hours as time off by the end of the fiscal year will not be permitted to buy back additional hours until they have used the required number of hours as time off.

D. Compensatory Time

The maximum compensatory time accrual cap is 120 hours.

E. Absent Without Pay

Employees requesting time off will not be permitted to be Absent Without Pay (AWOP) if they have eligible vacation and/or compensatory leave available, unless there are extenuating circumstances which are presented in writing and approved, in advance, by the Department Director.

SECTION VI. Sick Leave/Family Illness:

- A. General Services Employees will accrue ten (10) days per year for sick leave at a rate of 3.07 per pay period upon hire and during probation. After successful completion of probation, the employee will receive credit for 3.70 hours of sick leave per pay period thereafter. The maximum accumulation of sick leave is one hundred (100) days or 800 hours. This paragraph will not reduce employees now accruing sick leave at twelve (12) days per year nor the maximum of one hundred sixty (160) days or 1280 hours by previous agreement.

Employees in the General Services Group may accrue sick hours above the established sick leave caps for the purpose of converting unused sick leave to additional service credit at the time of retirement (PERS section 20965-Credit for Unused Sick). Sick leave payoffs remain unchanged.

- B. Sick Leave Conversion: Employees with five years of service with the City may substitute twenty-five percent (25%) of their annual sick leave for an equal amount of vacation time. Employees shall make such written determination in January of each year on an appropriate form provided by City. The additional vacation time may be taken as individual days or added on to an employee's vacation time, subject to approval of the employee's department head. The remaining unused sick leave shall remain in reserve for the employee's use when sick or injured. Employees will receive no percentage of this unused sick leave upon termination of employment; however, all portions not converted will be paid at a rate of twenty-five percent (25%) upon termination of employment.

C. Sick Leave Use:

Effective July 1, 2015, employees may use their accrued sick leave if they are a victim of domestic violence, sexual assault, or stalking to obtain any relief or services related to being such a victim, including but not limited to:

- A temporary restraining order or restraining order.
- Other injunctive relief to help ensure the health, safety or welfare of themselves or their children.
- To seek medical attention for injuries caused by domestic violence, sexual assault, or stalking.
- To obtain services from a domestic violence shelter, program, or rape crisis center as a result of domestic violence, sexual assault, or stalking.
- To obtain psychological counseling related to an experience of domestic violence, sexual assault, or stalking.
- To participate in safety planning and take other actions to increase safety from future domestic violence, sexual assault, or stalking, including temporary or permanent relocation.

D. Family Attendance

Employees may use up to one-half (1/2) of their accrued sick leave (48 hours) per year for care of an immediate family member. Family sick leave will include the following family members:

- A child who, for the purposes of this policy, includes a biological, adopted, or foster child, stepchild, legal ward, or a child to whom the employee stands in loco parentis. This definition of a child is applicable regardless of age or dependency status.
- A biological, adoptive, or foster parent, stepparent, or legal guardian of an employee or the employee's spouse or registered domestic partner, or a person who stood in loco parentis when the employee was a minor child.
- A spouse.
- A registered domestic partner.
- A grandparent.
- A grandchild.
- A sibling.

All other provisions regarding the accrual and use of family sick leave remain unchanged.

E. Bereavement Leave

Each member of the General Services Employees Group is entitled to not more than three (3) calendar days off with pay per fiscal year per family member by reason of death or an eminent death in the immediate family. For the purpose of Bereavement Leave, the

following shall be included: father, mother, brother, sister, spouse, child, father-in-law, mother-in-law, brother-in-law, sister-in-law, daughter-in-law, son-in-law, grandparents, stepparents and stepchildren.

SECTION VII. Extra Work Compensation:

A. Out of Class Compensation

City agrees to pay individuals who work in a higher classification an additional five percent (5%) added to their regular salary, provided they work in the higher classification a minimum of ten (10) days. When an employee has worked the minimum of ten consecutive days in a higher classification, the employee will be paid for all time worked including the ten days minimum period.

Should an employee work as described above for more than six (6) months, consideration will be given to reclassifying the individual to work in a position justifying extra pay differential of five percent (5%) in excess of six (6) months; however, when necessary to do so, the employee will be informed at the beginning of the job assignment.

B. Assignment to City Council, Commissions or Committees

Those employees specifically assigned to City Council, Commissions or Committees shall receive one and one-half (1½) times hourly rate per hour, with a two-hour minimum, for hours worked outside regular work schedule (8:00 a.m. to 5:00 p.m.). This shall be in lieu of compensatory time off.

C. Information Technology Call Out

Information Technology employees who are called out after work hours will receive a minimum of two hours of pay at straight time (base pay) or at the applicable overtime rate (straight time up to 40 hours in a work week).

D. Community Services Program Coordinator After Hours

The Community Services Program Coordinator will receive ½-hour minimum of base pay for after hour calls that require resolutions to program and/or facility usage issues. This compensation is at straight time hourly rate or at the applicable overtime rate.

SECTION VIII. Holiday Schedule:

A. Holiday Schedule

The following is the holiday schedule for General Services Employees:

1. New Year's Day (January 1).
2. Martin Luther King Jr. Day (Third Monday in January).
3. Washington's Birthday (Third Monday in February).
4. Memorial Day (Fourth Monday in May).
5. Independence Day (July 4).
6. Labor Day (First Monday in September).

7. Veterans' Day (November 11).
8. Thanksgiving Day (As proclaimed by the State or Governor).
9. The day following Thanksgiving Day.
10. Christmas Day.
11. Floating Holiday either first working day before Christmas or first working day before New Year's Day).

B. Holiday Compensation

Holidays will be compensated at the same number of hours an employee works in a workday.

C. July 4th Holiday

Effective July 1, 2015, all General Services employees who are required to work the July 4th holiday will be compensated at time and one-half overtime, or be allowed to take their holiday on another day.

D. Personal Days

City and Employees Group has agreed to grant all members of Employees' Group 18 hours of paid time off for personal business. These days are to be at the option of the employee, with the approval of employee's department head. This approval will not unreasonably be withheld by the department head. Personal days may be taken in 1-hour increments.

New hires will not be permitted to use personal days until satisfactory completion of their probation.

SECTION IX. Clothing:

- A. City agrees to reimburse employees for torn or damaged clothing for employees, who through their job duties, expose their clothing to abnormal hazards. Such reimbursement shall be determined by the employee's department head. It is intended that City replace only clothing that is normal to the position and will not be exposed to high-cost items that, in the opinion of the department head, would not normally be required of the affected position. In addition, it may be necessary to prorate the cost of clothing based on its normal wear expectancy. Said cost to be negotiated between employee and department head. Snags, runs, and other minor damage to clothing or wearing apparel are specifically excluded from this section. Further, if it is found that an employee has excessive use of this section, department heads shall report such facts to the Human Resources Director and an individual decision will be made regarding such over usage with employees' meet-and-confer team.
- B. Engineering Personnel:
City will provide engineering personnel with suitable protective clothing and boots. Needed protective clothing will be determined by the City Engineer.

C. Clothing/Uniforms:

City will provide Department-approved uniform shirts to all inspector classifications, which are to be worn only when working for the City. The Department Director may authorize the purchase of replacement shirts.

SECTION X. Mileage Reimbursement:

Employees required to use their own cars in the performance of their jobs will be reimbursed at the rate of specified in salary resolution for actual miles driven.

SECTION XI. Special Programs:

It is understood that City is involved in special grant programs and that the employees involved in such programs may be represented by Employee Group. Should a full-time, regular, permanent employee be transferred to a grant program, the employee shall retain all rights and privileges provided by the personnel manual in effect.

New grant-funded employees hired on or after July 1, 2018, are not subject to Personnel Rule 307.1 Layoff and Recall; and shall not have the right to displace (bump) other non-grant funded positions in the unit. The term of the grant-funded position is linked with the term of the program.

However, should an employee voluntarily transfer to a grant program and, therefore, change his/her status to that of a grant temporary employee, he/she then shall have the rights of a grant temporary employee as defined in the personnel manual and/or grant.

SECTION XII. Employee Reduction:

By this section, City in no way gives up its management right to reduce employees or to determine the necessity of a service. However, should it become necessary for City to decrease personnel and/or costs through layoffs, or other appropriate methods, City agrees to provide General Services Group an option of a reduction in salary versus a reduction in personnel, if such an option is appropriate. Should specific grant funds or programs be discontinued or reduced, it is not intended that the above option is appropriate.

SECTION XIII. Grievance and Seniority Policies:

The Grievance Procedure and Seniority Policies are as defined in the Personnel Manual and the attached procedures ("Exhibit B" and "Exhibit C").

SECTION XIV. Public Employees' Retirement System:

The City contracts with the Public Employees' Retirement System for administration of the retirement program.

A. Retirement Formula for Miscellaneous Employees

Tier 1 – (Classic) Employees hired on or before January 13, 2012 Unit members (and not "new members as defined by the Public Employees' Pension Reform Act of 2013 - PEPRA):

- 2% @ 55 formula
- Calculations based upon single highest year.

Tier 2 – "Classic" Employees hired on or after January 14, 2012 Unit members (and not "new members as defined by the Public Employees' Pension Reform Act of 2013 - PEPRA)

- 2% @ 60 formula
- Calculations based on highest three continuous years average

Tier 3 – (PEPRA) Employees hired on or after January 1, 2013 who are defined as "new members" under the PEPRA at Government Code section 7522.20(a).

- 2% @ 62 formula
- Calculations based on highest three continuous years average

B. Contributions

- 1) "Classic" PERS membership employees subject to the 2% @ 55 and 2% @60 formulas pay the seven percent (7%) member contribution.
- 2) PEPRA membership employees subject to the 2% @62 formula pay the statutorily mandated employee contribution rate of one half of the total normal cost.
- 3) Effective July 7, 2018, all Tier 1, Tier 2 and Tier 3 employees shall pay an additional one percent (1%) of compensation earnable of the required employer contribution as cost sharing in accordance with Government Code Section 20516(f) for a total of eight percent (8%) for "Classic" Tier 1 and Tier 2 members and the statutorily mandated 50% of the normal cost plus an additional one percent (1%) for Tier 3 PEPRA members.

SECTION XV. Retirement Health Savings Plan:

A new section is added to establish a Retirement Health Savings Plan effective July 1, 2010, to be funded by employee contributions. The authorized representatives of the General Services Employees' Group shall provide the City with the level and type of contribution for each employee classification prior to establishment of such a plan.

The City will work with the group to establish Retiree Health Savings accounts for group employees based on plan parameters as determined by the employees and approved by the City and its plan provider.

SECTION XVI. Education Incentive:

Employees may request, and their department may grant, release time for the purposes of additional training and/or education in job-related areas.

SECTION XVII. Optional Work Hours:

It is agreed that individual employees in Employees' Group have the ability to alter their normal hours of work. The department head shall be the final authority in determining hours of work. No department head shall indiscriminately reject an employee's request for such optional work hours. All employees making such request should understand and give prime consideration to the department's work schedule and the department head's decision in terms of compatibility within the department.

SECTION XVIII. Work Week:

The normal workweek for employees of this group shall be from 8:00 a.m. to 5:00 p.m., with one unpaid hour for lunch or a 9/80 work schedule. Scheduled work will be Monday through Friday. These hours may be modified to meet the specific needs of individuals and/or departments. The needs of the employer shall prevail.

SECTION XIX. Work Period:

FLSA requires the employer to establish a regular work period for each employee, in the case of these employees; it shall be seven (7) consecutive days. This is currently set on an individual basis. This can be changed by the employer.

SECTION XX. Overtime:

The City follows FLSA requirements in paying overtime. Hours exceeding 40 in a work period, provided all hours are work hours, will be compensated at time and one-half for employees who are not exempt from the overtime provision. Exempt employees are not compensated for overtime. Paid leave, or any other non-work hours do not count in arriving at hours worked. Management has the option of allowing compensatory time off (at 1.5 hours per worked hour if the premiums appropriate) or pay at the appropriate rate. If a section of the MOU is in conflict with the FLSA rules, then the MOU will prevail if it is more liberal than the FLSA rules.

SECTION XXI. Workers' Compensation (Section 414, Resolution 1542):

Miscellaneous employees, while absent from work as a result on-the-job injury, shall be paid for the first three days (waiting period) by City from their accumulated sick leave to fit Labor Code, Section 4650, compensation payments to begin the fourth day of liability.

SECTION XXII. Nondiscrimination Clause:

City and Employees' group agree they shall not discriminate against any employee because of race, color, sex, age, national origin, handicap, religion, political opinions or affiliations.

SECTION XXIII. Safety Clause:

City and Employees' Group agree to comply with all federal, state and local laws of the City of La Habra and regulations which relate to occupational health and safety.

SECTION XXIV. Scope of Memorandum of Understanding:

- A. It is understood and agreed that this "Memorandum of Understanding" affects and applies only to the General Services Group and employees within the scope of its representation and City of La Habra.
- B. Separability:
In the event that any provision of this Memorandum of Understanding shall at any time be declared invalid by the legislature or any court of competent jurisdiction, such decision shall not invalidate the entire Memorandum of Understanding, it being the express understanding of the parties hereto that all provisions not declared shall remain in effect.
- C. Confidential Employees:
The City and General Employees Group agree that the following positions shall be designated "confidential" and shall be restricted from representing the Association on matters within the scope of representation pursuant to Government Code Section 3507.5.
 - Human Resources Secretary/Human Resources Assistant
 - Human Resources Technician
 - Payroll Technician
- D. The City and Employees Group agree to the following:

Remove Sections 301.2(9) and 303.2 (16), from the Personnel Rules and Regulations, which allow for a Skelly hearing for promotional probationary employees.

- E. City will meet and confer with the bargaining unit regarding the impacts associated with layoffs of employees in the bargaining unit. Layoff Procedures shall be according to the City's existing Personnel Rules.

SECTION XXV. General Services Impasse Procedure:

In the event that the City and the General Services Unit are unable to arrive on a successor Memorandum of Understanding, the parties may agree that bargaining is at impasse. Impasse may be declared only by mutual agreement of the parties and may initiate the following procedure:

- A. Mediation by a mutually agreed upon third party. If no third party is agreeable, assistance with mediation may be sought by State of California Mediation and Conciliation service;
- B. Any suggestions of the mediator shall be advisory only and shall not be binding.
- C. The fee and expenses of the mediator, if any, shall be borne equally by the City and the General Services Unit. No other joint expenses shall be incurred except by mutual agreement of the parties.

EXECUTED this 19th day of June, 2018, in the City of La Habra, California.

CITY OF LA HABRA

LA HABRA GENERAL SERVICES EMPLOYEES' GROUP

By: [Signature]
By: [Signature]
By: _____

By: [Signature]
By: [Signature]
By: [Signature]
By: _____

EXHIBIT "A"

EFFECTIVE JULY 7, 2018		START RATE STEP A	AFTER 6 MOS STEP B	MERIT -----IN PRIOR STEP----- STEP C	+ ONE YEAR STEP D	STEP E	STEP F	STEP G	STEP H
	RANGE								
ACCOUNT CLERK I	C25	15.182	15.941	16.738	17.575	18.454	19.377	20.346	21.363
ACCOUNT CLERK II	C55	17.607	18.487	19.412	20.382	21.401	22.471	23.595	24.775
ACCOUNT CLERK III	C85	20.624	21.655	22.738	23.874	25.068	26.322	27.638	29.020
ADMIN AIDE I	T10	16.068	16.871	17.715	18.601	19.531	20.507	21.533	22.609
ADMIN AIDE II	T20	16.823	17.664	18.547	19.475	20.448	21.471	22.544	23.672
ADMIN AIDE III	T50E	20.488	21.512	22.588	23.717	24.903	26.148	27.456	28.828
ADMIN ANALYST I	T67	23.794	24.984	26.233	27.545	28.922	30.368	31.886	33.481
ADMIN ANALYST II	T68	24.997	26.247	27.559	28.937	30.384	31.903	33.498	35.173
ASSISTANT MUSEUM MANAGER	A30	19.830	20.821	21.862	22.955	24.103	25.308	26.574	27.902
ASSISTANT PLANNER	A50	24.599	25.829	27.121	28.477	29.901	31.396	32.966	34.614
ASSISTANT RECREATION MANAGER	A30	19.830	20.821	21.862	22.955	24.103	25.308	26.574	27.902
ASSOCIATE PLANNER	A60	27.643	29.025	30.477	32.000	33.600	35.280	37.044	38.897
BUILDING INSPECTOR	T70	25.654	26.937	28.284	29.698	31.183	32.742	34.379	36.098
CASE MANAGER	T45	17.729	18.616	19.547	20.524	21.550	22.628	23.759	24.947
CIVIL ENGINEERING ASSISTANT	A70	29.736	31.223	32.784	34.423	36.144	37.952	39.849	41.842
CLERK	C-20	14.422	15.143	15.900	16.695	17.530	18.407	19.327	20.293
CLERK TYPIST	C10	15.133	15.889	16.684	17.518	18.394	19.314	20.279	21.293
CODE ENFORCEMENT INSPECTOR	T65	23.807	24.998	26.248	27.560	28.938	30.385	31.904	33.499
COMM SERVICES RECREATION COORD	T10	16.068	16.871	17.715	18.601	19.531	20.507	21.533	22.609
COMMERCIAL COMPLIANCE INSPECTOR	T75	26.157	27.465	28.838	30.280	31.794	33.384	35.053	36.805
COMMUNITY PRES INSPECTOR	T65	23.807	24.998	26.248	27.560	28.938	30.385	31.904	33.499
CURATOR OF EDUC/OUTREACH COORD	T20	16.823	17.664	18.547	19.475	20.448	21.471	22.544	23.672
EDUCATION PROGRAM COORDINATOR	T05	14.873	15.617	16.398	17.218	18.078	18.982	19.932	20.928
ENGINEERING AIDE	T50	20.488	21.512	22.588	23.717	24.903	26.148	27.456	28.828
FAMILY SERVICES ADVOCATE	C71B	17.853	18.746	19.683	20.667	21.700	22.785	23.925	25.121
FAMILY SERVICES COORDINATOR	T05	14.873	15.617	16.398	17.218	18.078	18.982	19.932	20.928
FOOD SERVICE MANAGER	T10	16.068	16.871	17.715	18.601	19.531	20.507	21.533	22.609
HOUSING SPECIALIST	A60	27.643	29.025	30.477	32.000	33.600	35.280	37.044	38.897
HUMAN RESOURCES TECHNICIAN	T60	22.659	23.792	24.982	26.231	27.542	28.919	30.365	31.883
INFORMATION TECH SPECIALIST	T50	20.488	21.512	22.588	23.717	24.903	26.148	27.456	28.828
INFORMATION TECH SYSTEM ANALYST	A70A	29.736	31.223	32.784	34.423	36.144	37.952	39.849	41.842
INTERMEDIATE CLERK	C50	15.905	16.701	17.536	18.412	19.333	20.300	21.315	22.380
JR ENGINEERING AIDE	T30	16.783	17.622	18.503	19.428	20.400	21.420	22.491	23.615
MANAGEMENT ANALYST	TC01	27.291	28.655	30.088	31.593	33.172	34.831	36.572	38.401
PAYROLL TECHNICIAN	C95	21.237	22.298	23.413	24.584	25.813	27.104	28.459	29.882
PERMIT CLERK	C40	15.786	16.575	17.404	18.274	19.188	20.147	21.154	22.212
PLANNING AIDE	T50	20.488	21.512	22.588	23.717	24.903	26.148	27.456	28.828
PUBLIC INFORMATION OFFICER	A20	17.788	18.678	19.611	20.592	21.622	22.703	23.838	25.030

EFFECTIVE JULY 7, 2018	RANGE	START	AFTER	MERIT + ONE YEAR					
		RATE	6 MOS	-----IN PRIOR STEP-----					
		STEP A	STEP B	STEP C	STEP D	STEP E	STEP F	STEP G	STEP H
PUBLIC WORKS INSPECTOR	T75	26.157	27.465	28.838	30.280	31.794	33.384	35.053	36.805
RECORDS COORDINATOR	C90	21.339	22.405	23.526	24.702	25.937	27.234	28.596	30.025
RECREATION SPECIALIST	T05C	14.873	15.617	16.398	17.218	18.078	18.982	19.932	20.928
SECRETARY	C80	20.396	21.416	22.487	23.611	24.792	26.031	27.333	28.699
SENIOR BUILDING INSPECTOR	A70C	29.736	31.223	32.784	34.423	36.144	37.952	39.849	41.842
SENIOR CLERK	C71	17.853	18.746	19.683	20.667	21.700	22.785	23.925	25.121
SENIOR CODE ENFORCEMENT INSP	T75	26.157	27.465	28.838	30.280	31.794	33.384	35.053	36.805
SENIOR ENGINEERING AIDE	T80	25.496	26.770	28.109	29.514	30.990	32.540	34.167	35.875
SENIOR PUBLIC WORKS SECRETARY	C90	21.339	22.405	23.526	24.702	25.937	27.234	28.596	30.025
SENIOR UTILITY CLERK	C73	18.747	19.684	20.669	21.702	22.787	23.926	25.123	26.379
SOCIAL SERVICES PROGRAM COORD	T10	16.068	16.871	17.715	18.601	19.531	20.507	21.533	22.609
SOCIAL WORKER II	T25	17.148	18.006	18.906	19.851	20.844	21.886	22.981	24.130

*CONFIDENTIAL EMPLOYEES
HUMAN RESOURCES TECHNICIAN
HUMAN RESOURCES SECRETARY/HR ASSISTANT
PAYROLL TECHNICIAN

EXHIBIT "A" (continued)

EFFECTIVE JULY 6, 2019	RANGE	START	AFTER	MERIT + ONE YEAR					
		RATE	6 MOS	-----IN PRIOR STEP-----					
		STEP A	STEP B	STEP C	STEP D	STEP E	STEP F	STEP G	STEP H
ACCOUNT CLERK I	C25	15.486	16.260	17.073	17.927	18.823	19.764	20.753	21.790
ACCOUNT CLERK II	C55	17.959	18.857	19.800	20.790	21.829	22.921	24.067	25.270
ACCOUNT CLERK III	C85	21.036	22.088	23.192	24.352	25.570	26.848	28.190	29.600
ADMIN AIDE I	T10	16.389	17.209	18.069	18.973	19.921	20.917	21.963	23.061
ADMIN AIDE II	T20	17.159	18.017	18.918	19.864	20.857	21.900	22.995	24.145
ADMIN AIDE III	T50E	20.897	21.942	23.039	24.191	25.401	26.671	28.005	29.405
ADMIN ANALYST I	T67	24.270	25.483	26.758	28.095	29.500	30.975	32.524	34.150
ADMIN ANALYST II	T68	25.497	26.772	28.110	29.516	30.992	32.541	34.168	35.877
ASSISTANT MUSEUM MANAGER	A30	20.226	21.237	22.299	23.414	24.585	25.814	27.105	28.460
ASSISTANT PLANNER	A50	25.091	26.346	27.663	29.047	30.499	32.024	33.625	35.306
ASSISTANT RECREATION MANAGER	A30	20.226	21.237	22.299	23.414	24.585	25.814	27.105	28.460
ASSOCIATE PLANNER	A60	28.196	29.606	31.086	32.640	34.272	35.986	37.785	39.675
BUILDING INSPECTOR	T70	26.167	27.476	28.849	30.292	31.807	33.397	35.067	36.820
CASE MANAGER	T45	18.084	18.988	19.938	20.934	21.981	23.080	24.234	25.446
CIVIL ENGINEERING ASSISTANT	A70	30.331	31.847	33.440	35.112	36.867	38.711	40.646	42.679
CLERK	C-20	14.711	15.446	16.218	17.029	17.881	18.775	19.713	20.699
CLERK TYPIST	C10	15.435	16.207	17.018	17.868	18.762	19.700	20.685	21.719
CODE ENFORCEMENT INSPECTOR	T65	24.284	25.498	26.773	28.111	29.517	30.993	32.542	34.169
COMM SERVICES RECREATION COORD	T10	16.389	17.209	18.069	18.973	19.921	20.917	21.963	23.061
COMMERCIAL COMPLIANCE INSPECTOR	T75	26.680	28.014	29.415	30.885	32.430	34.051	35.754	37.541
COMMUNITY PRES INSPECTOR	T65	24.284	25.498	26.773	28.111	29.517	30.993	32.542	34.169
CURATOR OF EDUC/OUTREACH COORD	T20	17.159	18.017	18.918	19.864	20.857	21.900	22.995	24.145
EDUCATION PROGRAM COORDINATOR	T05	15.171	15.929	16.726	17.562	18.440	19.362	20.330	21.347
ENGINEERING AIDE	T50	20.897	21.942	23.039	24.191	25.401	26.671	28.005	29.405
FAMILY SERVICES ADVOCATE	C71B	18.210	19.121	20.077	21.080	22.134	23.241	24.403	25.623
FAMILY SERVICES COORDINATOR	T05	15.171	15.929	16.726	17.562	18.440	19.362	20.330	21.347
FOOD SERVICE MANAGER	T10	16.389	17.209	18.069	18.973	19.921	20.917	21.963	23.061
HOUSING SPECIALIST	A60	28.196	29.606	31.086	32.640	34.272	35.986	37.785	39.675
HUMAN RESOURCES TECHNICIAN	T60	23.112	24.268	25.481	26.755	28.093	29.498	30.972	32.521
INFORMATION TECH SPECIALIST	T50	20.897	21.942	23.039	24.191	25.401	26.671	28.005	29.405
INFORMATION TECH SYSTEM ANALYST	A70A	30.331	31.847	33.440	35.112	36.867	38.711	40.646	42.679
INTERMEDIATE CLERK	C50	16.223	17.035	17.886	18.781	19.720	20.706	21.741	22.828
JR ENGINEERING AIDE	T30	17.118	17.974	18.873	19.817	20.808	21.848	22.940	24.087
MANAGEMENT ANALYST	TC01	27.837	29.229	30.690	32.224	33.836	35.527	37.304	39.169
PAYROLL TECHNICIAN	C95	21.661	22.744	23.882	25.076	26.329	27.646	29.028	30.480
PERMIT CLERK	C40	16.101	16.907	17.752	18.639	19.571	20.550	21.578	22.656
PLANNING AIDE	T50	20.897	21.942	23.039	24.191	25.401	26.671	28.005	29.405
PUBLIC INFORMATION OFFICER	A20	18.144	19.051	20.004	21.004	22.054	23.157	24.315	25.530

EFFECTIVE JULY 6, 2019	RANGE	START	AFTER	MERIT + ONE YEAR					
		RATE	6 MOS	-----IN PRIOR STEP-----					
		STEP A	STEP B	STEP C	STEP D	STEP E	STEP F	STEP G	STEP H
PUBLIC WORKS INSPECTOR	T75	26.680	28.014	29.415	30.885	32.430	34.051	35.754	37.541
RECORDS COORDINATOR	C90	21.765	22.854	23.996	25.196	26.456	27.779	29.168	30.626
RECREATION SPECIALIST	T05C	15.171	15.929	16.726	17.562	18.440	19.362	20.330	21.347
SECRETARY	C80	20.804	21.844	22.936	24.083	25.287	26.552	27.879	29.273
SENIOR BUILDING INSPECTOR	A70C	30.331	31.847	33.440	35.112	36.867	38.711	40.646	42.679
SENIOR CLERK	C71	18.210	19.121	20.077	21.080	22.134	23.241	24.403	25.623
SENIOR CODE ENFORCEMENT INSP	T75	26.680	28.014	29.415	30.885	32.430	34.051	35.754	37.541
SENIOR ENGINEERING AIDE	T80	26.006	27.306	28.671	30.105	31.610	33.190	34.850	36.592
SENIOR PUBLIC WORKS SECRETARY	C90	21.765	22.854	23.996	25.196	26.456	27.779	29.168	30.626
SENIOR UTILITY CLERK	C73	19.122	20.078	21.082	22.136	23.243	24.405	25.625	26.906
SOCIAL SERVICES PROGRAM COORD	T10	16.389	17.209	18.069	18.973	19.921	20.917	21.963	23.061
SOCIAL WORKER II	T25	17.491	18.366	19.284	20.249	21.261	22.324	23.440	24.612

*CONFIDENTIAL EMPLOYEES

HUMAN RESOURCES TECHNICIAN

HUMAN RESOURCES SECRETARY/HR ASSISTANT

PAYROLL TECHNICIAN

EXHIBIT "A" (continued)

EFFECTIVE JULY 4, 2020	RANGE	START	AFTER	MERIT + ONE YEAR					
		RATE	6 MOS	-----IN PRIOR STEP-----					
		STEP A	STEP B	STEP C	STEP D	STEP E	STEP F	STEP G	STEP H
ACCOUNT CLERK I	C25	15.796	16.585	17.415	18.285	19.200	20.160	21.168	22.226
ACCOUNT CLERK II	C55	18.318	19.234	20.196	21.206	22.266	23.379	24.548	25.775
ACCOUNT CLERK III	C85	21.457	22.530	23.656	24.839	26.081	27.385	28.754	30.192
ADMIN AIDE I	T10	16.717	17.553	18.431	19.352	20.320	21.336	22.403	23.523
ADMIN AIDE II	T20	17.503	18.378	19.297	20.261	21.275	22.338	23.455	24.628
ADMIN AIDE III	T50E	21.315	22.381	23.500	24.675	25.909	27.204	28.565	29.993
ADMIN ANALYST I	T67	24.755	25.993	27.293	28.657	30.090	31.595	33.174	34.833
ADMIN ANALYST II	T68	26.007	27.307	28.673	30.106	31.612	33.192	34.852	36.594
ASSISTANT MUSEUM MANAGER	A30	20.631	21.662	22.745	23.883	25.077	26.331	27.647	29.029
ASSISTANT PLANNER	A50	25.593	26.873	28.217	29.627	31.109	32.664	34.297	36.012
ASSISTANT RECREATION MANAGER	A30	20.631	21.662	22.745	23.883	25.077	26.331	27.647	29.029
ASSOCIATE PLANNER	A60	28.760	30.198	31.708	33.293	34.958	36.706	38.541	40.468
BUILDING INSPECTOR	T70	26.691	28.025	29.426	30.898	32.443	34.065	35.768	37.556
CASE MANAGER	T45	18.446	19.368	20.336	21.353	22.421	23.542	24.719	25.955
CIVIL ENGINEERING ASSISTANT	A70	30.937	32.484	34.109	35.814	37.605	39.485	41.459	43.532
CLERK	C-20	15.005	15.755	16.543	17.370	18.238	19.150	20.108	21.113
CLERK TYPIST	C10	15.744	16.531	17.358	18.226	19.137	20.094	21.099	22.154
CODE ENFORCEMENT INSPECTOR	T65	24.769	26.008	27.308	28.673	30.107	31.613	33.193	34.853
COMM SERVICES RECREATION COORD	T10	16.717	17.553	18.431	19.352	20.320	21.336	22.403	23.523
COMMERCIAL COMPLIANCE INSPECTOR	T75	27.214	28.574	30.003	31.503	33.078	34.732	36.469	38.292
COMMUNITY PRES INSPECTOR	T65	24.769	26.008	27.308	28.673	30.107	31.613	33.193	34.853
CURATOR OF EDUC/OUTREACH COORD	T20	17.503	18.378	19.297	20.261	21.275	22.338	23.455	24.628
EDUCATION PROGRAM COORDINATOR	T05	15.474	16.248	17.060	17.913	18.809	19.749	20.737	21.774
ENGINEERING AIDE	T50	21.315	22.381	23.500	24.675	25.909	27.204	28.565	29.993
FAMILY SERVICES ADVOCATE	C71B	18.574	19.503	20.478	21.502	22.577	23.706	24.891	26.136
FAMILY SERVICES COORDINATOR	T05	15.474	16.248	17.060	17.913	18.809	19.749	20.737	21.774
FOOD SERVICE MANAGER	T10	16.717	17.553	18.431	19.352	20.320	21.336	22.403	23.523
HOUSING SPECIALIST	A60	28.760	30.198	31.708	33.293	34.958	36.706	38.541	40.468
HUMAN RESOURCES TECHNICIAN	T60	23.574	24.753	25.991	27.290	28.655	30.088	31.592	33.172
INFORMATION TECH SPECIALIST	T50	21.315	22.381	23.500	24.675	25.909	27.204	28.565	29.993
INFORMATION TECH SYSTEM ANALYST	A70A	30.937	32.484	34.109	35.814	37.605	39.485	41.459	43.532
INTERMEDIATE CLERK	C50	16.548	17.375	18.244	19.156	20.114	21.120	22.176	23.284
JR ENGINEERING AIDE	T30	17.461	18.334	19.251	20.213	21.224	22.285	23.399	24.569
MANAGEMENT ANALYST	TC01	28.393	29.813	31.304	32.869	34.512	36.238	38.050	39.952
PAYROLL TECHNICIAN	C95	22.094	23.199	24.359	25.577	26.856	28.199	29.609	31.089
PERMIT CLERK	C40	16.424	17.245	18.107	19.012	19.963	20.961	22.009	23.110
PLANNING AIDE	T50	21.315	22.381	23.500	24.675	25.909	27.204	28.565	29.993
PUBLIC INFORMATION OFFICER	A20	18.507	19.432	20.404	21.424	22.495	23.620	24.801	26.041

EFFECTIVE JULY 4, 2020	RANGE	START	AFTER	MERIT + ONE YEAR					
		RATE	6 MOS	-----IN PRIOR STEP-----					
		STEP A	STEP B	STEP C	STEP D	STEP E	STEP F	STEP G	STEP H
PUBLIC WORKS INSPECTOR	T75	27.214	28.574	30.003	31.503	33.078	34.732	36.469	38.292
RECORDS COORDINATOR	C90	22.201	23.311	24.476	25.700	26.985	28.334	29.751	31.238
RECREATION SPECIALIST	T05C	15.474	16.248	17.060	17.913	18.809	19.749	20.737	21.774
SECRETARY	C80	21.220	22.281	23.395	24.565	25.793	27.083	28.437	29.859
SENIOR BUILDING INSPECTOR	A70C	30.937	32.484	34.109	35.814	37.605	39.485	41.459	43.532
SENIOR CLERK	C71	18.574	19.503	20.478	21.502	22.577	23.706	24.891	26.136
SENIOR CODE ENFORCEMENT INSP	T75	27.214	28.574	30.003	31.503	33.078	34.732	36.469	38.292
SENIOR ENGINEERING AIDE	T80	26.526	27.852	29.244	30.707	32.242	33.854	35.547	37.324
SENIOR PUBLIC WORKS SECRETARY	C90	22.201	23.311	24.476	25.700	26.985	28.334	29.751	31.238
SENIOR UTILITY CLERK	C73	19.504	20.480	21.504	22.579	23.708	24.893	26.138	27.445
SOCIAL SERVICES PROGRAM COORD	T10	16.717	17.553	18.431	19.352	20.320	21.336	22.403	23.523
SOCIAL WORKER II	T25	17.841	18.733	19.670	20.653	21.686	22.770	23.909	25.104

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HUMAN RESOURCES TECHNICIAN
HUMAN RESOURCES SECRETARY/HR ASSISTANT
PAYROLL TECHNICIAN